

Commencing adversary proceedings

**U.S. Bankruptcy Court
District of Minnesota**

Commence an Adversary Proceeding

[Instructions](#)

1. Before an adversary proceeding can be opened electronically, the names of all parties to the adversary proceeding must be submitted to the court and added to the database.
Click on the **Add Party** button to submit the name of all plaintiffs and defendants to the court's database.

2. After all plaintiff and defendant names have been submitted, an electronic Notice of Request will be sent to you. When the court notifies you by phone that the requested names have been added to the database, enter the number of the bankruptcy case to which the adversary proceeding relates and press the Submit Search button.

Year Case

Filing Options for : Woody Parks

- ☐ Open new case
- ☐ Commence adversary proceeding
- ☒ File a document in a pending case or proceeding:
 - ☐ Case number
 - ☐ Social security number
 - ☐ Name
- ☐ Change password/user values
- ☐ Switch to **Training** database
- ☐ Display list of users
- ☐ ERS in Box
- ☐ Judges Calendars
- ☐ Daily filing lists
- ☐ Multiple Docket
- ☐ Image update status

1. Commencing an adversary proceeding is much like filing a document. Begin filing an adversary by clicking the second option on the left frame.
2. Before the complaint can be filed, the names of the plaintiff(s), defendant(s), and any other litigants must be added to the main bankruptcy case *in their new roles*. Click **Add Party** to continue.

Add Party Options

☐ Add party to case

2. Add Party to commence Adversary Proceeding

Plaintiff

☒ Add

☐ Review/Edit

Defendant

☐ Add

☐ Review/Edit

☐ Exit

person to be notified when party is added

Telephone Number

Plaintiff Information

Last Name

First Name

Middle Name

Generation

Address 1

Address 2

Address 3

City

Location State Zip Country

1. From the window on the left, **Add Party to Commence Adversary Proceeding**, click the **Add** button under **Plaintiff**.
2. Add the name of the debtor and a contact name. Complete the rest of the screen with the name and address of the plaintiff.
3. Use no punctuation in the address. For a business, use only the **Last Name** field.

Store Information	
Add Alias, ASF or AKA	Review Alias, ASF or AKA

1. Click **Add Alias, ASF or AKA** to associate another name with the plaintiff, and **Review** to verify names you have added.
2. Names must be stored in the list of defendants and plaintiffs before they can be submitted to the court. When the name is correct, click **Store Information**.

**United States Bankruptcy Court
District of Minnesota**

Adding a Party to Commence Adversary Proceeding.

[Instructions](#)

Before commencing an adversary proceeding all parties involved must be submitted to the court and added to the database. Please complete and submit the form below to request addition of a party. Within one hour of receipt of this form during normal office hours, 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding federal holidays, the party will be added to the case and you will be notified.

USE NO PUNCTUATION. ONLY ALPHABETIC AND NUMERIC CHARACTERS ARE ALLOWED.

Main Case Information

Main Case Number	00-55022
Main Debtor Name	TRW INC
Name and telephone, including area code, of person to be notified when party is added	Name: FRED SIKES Telephone Number: (218) 29304

BEST BANK OF PROCTOR was added to the plaintiff list.

Plaintiff list:
BEST BANK OF PROCTOR

Defendant list:

Select another option from the options at the left, or from the Button options below.

1. As you store names, they are listed in order on the **Add Party** main screen.
2. Click **Add** under **Plaintiff** to add additional plaintiffs, or under **Defendant** to add the defendant(s). Click **Review/Edit** to correct errors.

Add Party Main Page - Netscape

Adding a Party to Commence Adversary Proceeding.

[Instructions](#)

Before commencing an adversary proceeding all parties involved must be submitted to the court and added to the database. Please complete and submit the form below to request addition of a party. Within one hour of receipt of this form during normal office hours, 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding federal holidays, the party will be added to the case and you will be notified.

USE NO PUNCTUATION. ONLY ALPHABETIC AND NUMERIC CHARACTERS ARE ALLOWED.

Main Case Information

Main Case Number	00 55022				
Main Debtor Name	TRW INC				
Name and telephone, including area code, of person to be notified when party is added	<table border="1"> <tr> <td>Name</td> <td>FRED SIKES</td> </tr> <tr> <td>Telephone Number</td> <td>(218) 293U4</td> </tr> </table>	Name	FRED SIKES	Telephone Number	(218) 293U4
Name	FRED SIKES				
Telephone Number	(218) 293U4				

TRW INC was added to the defendant list.

Plaintiff list:
BEST BANK OF PROCTOR

Defendant list:
TRW INC

Select another option from the options at the left, or from the Button options below.

Add Party Options

1. Add Party to Case

☐ Add party to case

2. Add Party to commence Adversary Proceeding

Plaintiff

☐ Add

☐ Review/Edit

Defendant

☐ Add

☐ Review/Edit

☐ Exit

1. When the list of names is complete and correct, click **Submit Names to Court**.

Add Party Main Page - Netscape

**United States Bankruptcy Court
District of Minnesota**

**Notice of Request (NOR)
to Add Party to commence an Adversary
Proceeding**

The request to add a party to commence an adversary proceeding was received: Tue Oct 17 15:57:55 2000. The request will be processed within an hour of receipt during normal office hours (8:00 a.m. to 4:00 p.m., Monday through Friday, excluding federal holidays). If your request has not been processed within one hour of receipt of this notice, please call 651-848-1023 or 651-848-1000.

You may continue by making another selection from the left frame.

**Add Party
Submit Substitute
PDF Document**

1. Add Party to Case

☐ Add party to case

2. Add Party to commence Adversary Proceeding

Plaintiff

☐ Add

☐ Review/Edit

Defendant

☐ Add

☐ Review/Edit

3. Submit substitute pdf document

1. The **Notice of Request (NOR)** displays on your computer after the court's computer receives your request. *This does not mean the parties have been added.* The Court will contact you within an hour to confirm the addition of those new parties.
2. Click an option on the left to add more parties, or **Close Page**.

U.S. Bankruptcy Court District of Minnesota

Commence an Adversary Proceeding

[Instructions](#)

- Before an adversary proceeding can be opened electronically, the names of all parties to the adversary proceeding must be submitted to the court and added to the database.
Click on the button to submit the name of all plaintiffs and defendants to the court's database.
- After all plaintiff and defendant names have been submitted, an electronic Notice of Request will be sent to you. When the court notifies you by phone that the requested names have been added to the database, enter the number of the bankruptcy case to which the adversary proceeding relates and press the Submit Search button.

Year Case

- After you have been told that the parties have been entered, click **Commence adversary proceeding** again to display the adversary home page. This time, add the year and case number of the main bankruptcy case.
- Click **Submit Search**.

Case Search - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://www.mnb.uscourts.gov/cgi-bin/mnb-500-file.pl

Training DataBase Search Results for Case: 0-5502

Open Adversary Case Relating to Bankruptcy Case 0-55022

Debtor(s): FISHING, TIME TOGO;		
Chapter: 7	Filing Date: 05/19/00	Office: 5
Voluntary	No Assets	Consumer
Judge: KISHEL, GREGORY F		Trustee: IANNA CONE, MICHAEL J
Attorney(s): NESHEIM, KAY M ; KAMPF, WILLIAM I ; BURTON, MATTHEW R ; SHERBURNE, ERIC ;		
Creditor(s): SEARS ROEBUCK;		
Interested Party(s): GMAC;		
Parties: 5	Claims: 0	Documents: 11
<input type="button" value="Parties"/>	<input type="button" value="Dates"/>	<input type="button" value="Docket Entries"/>
<input type="button" value="Adversary"/>		
<input type="button" value="Docket"/>		
<input type="button" value="Previous"/>		
<input type="button" value="Creditors"/>		
AKA not functional		

U S Bankruptcy Court - District of Minnesota.
Page design last revised: April 20, 1998

Document: Done

- The basic information from the main case displays. Click **Open Adversary Related to Bankruptcy Case** to continue.

Case Search - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://www.mnb.uscourts.gov/cgi-bin/mnb-500-file.pl What's Related

Fi O1 D: T1

Attorney: Woody G Parks (Temp: | | wgpe)

Please highlight all plaintiffs. Hold control key to make multiple selections

Select Plaintiff(s) SEARS ROEBUCK
MICHAEL J IANNACONE
Not Listed

Please highlight all defendants. Hold control key to make multiple selections

Select Defendant(s) TOMMY T BASS
TIME TOGO FISHING
GMAC
Not Listed

Please highlight all appropriate suit types. Hold control key to make multiple selections

Nature of Suit

424 - To object to or revoke a discharge
426 - To determine the dischargeability of a debt
434 - To obtain an injunction or other equitable relief
435 - To determine the validity, priority, or extent of a lien or other interest in property
454 - To recover money or property
455 - To revoke an order of confirmation of a chapter 11 or 13 plan
456 - To obtain a declaratory judgment relating to any of the foregoing causes of action
457 - To obtain subordinate any allowed claim or interest
458 - To obtain approval for sale of both the interest of the estate and of a co-owner in property
459 - To determine a claim or cause of action removed to a bankruptcy

U.S. as Party U.S. is not a party in the case

Origin of Proceedings Original proceeding

Document: Done

1. The information required to open an adversary proceeding is the same as on the cover sheets.
2. Complete all of the fields. Choose the response from the drop-down menu, or type the response as needed. Hold the control key with clicking the mouse to select more than one item.

Case Search - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://www.mnb.uscourts.gov/cgi-bin/mnb-500-file.pl What's Related

Fi O1 D: T1

Nature of Suit

435 - To determine the validity, priority, or extent of a lien or other interest in property
454 - To recover money or property
455 - To revoke an order of confirmation of a chapter 11 or 13 plan
456 - To obtain a declaratory judgment relating to any of the foregoing causes of action
457 - To obtain subordinate any allowed claim or interest
458 - To obtain approval for sale of both the interest of the estate and of a co-owner in property
459 - To determine a claim or cause of action removed to a bankruptcy

U.S. as Party U.S. is not a party in the case

Origin of Proceedings Original proceeding

Class Action Not a Class Action

Jury Demand No jury demand

Demand Amount Enter amount demanded in dollars Use no commas. The demand amount will be rounded to the nearest thousand dollars. 3300

PDF File (FileName.pdf): Select the adversary proceeding PDF file
c:\vers\sample.pdf Browse...

Upon completion of this transaction your credit card will be charged \$150.00 for the filing fee.

Send the case information and pdf files to the court:

Commence Adversary Proceeding

Return Help

Document: Done

1. After the adversary screen is correct and complete, add the complaint in PDF format to the **PDF File** field.
2. Click **Browse** to search your computer directory. Verify that you have selected the correct file by using the secondary mouse button and selecting **Open** to view the PDF file in Adobe Acrobat.
3. Click **Commence Adversary Proceeding**.

**United States Bankruptcy Court
District of Minnesota**

Notice of Electronic Filing ("NEF") for Case: **02-5547**

TRAINING DATABASE

Notice of adversary commencement for document: **Adversary Proceeding Suits = 1**

Document Submitted by: **Training Class**
 Email Address:
 Date/Time: **Fri Jul 12 11:23:50 2002**
 Judge: **KISHIEL**
 Chapter:

**Adversary Commencement was successful:
 02-05547 was successfully docketed.
 Docket entry 1-1 made as follows:
 Complaint (02-5547) SEARS ROEBUCK vs. TOMMY T BASS . [NOS 426
 Dischargeability 523] by Training Class on: Fri Jul 12 11:23:50 2002**

1. The **Notice of Electronic Filing** informs you that you have successfully opened the adversary proceeding. Print or save this notice; this is especially important for users of Internet Explorer, since this notice is only a temporary page.
2. When a case administrator receives notice of the adversary filing, your credit card will be charged the filing fee.

View image file submitted with above document

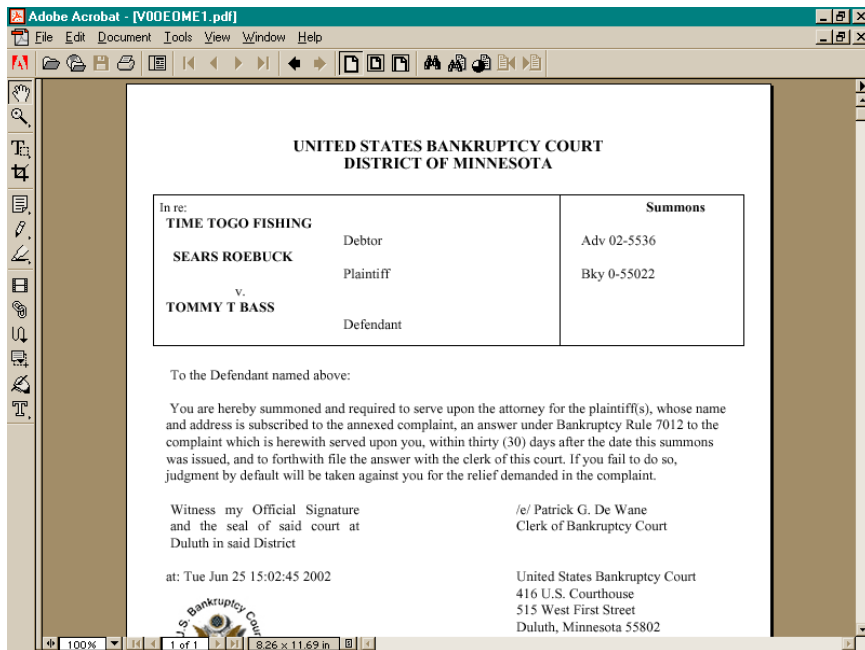
**02-05547 was successfully docketed.
 Summons entry (2-1) was made as follows:
 Summons issued on TOMMY T BASS. Answer due 8/11/02 for TOMMY T BASS
 Non-Service of Process Deadline 11/9/02**

View Summons issued

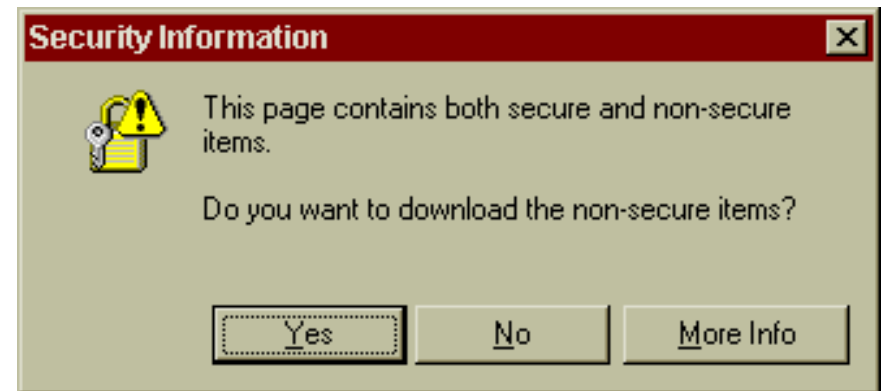
Submit Another Document for this case End Session/Home Page

View Docket

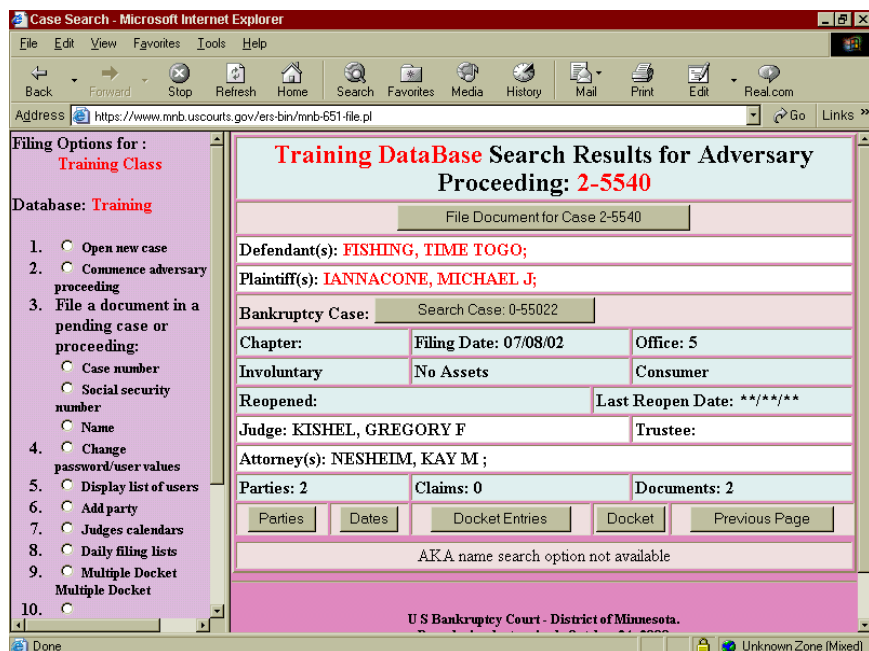
1. Use the options to view the docket, the summons, or to submit another document.
2. Click **View Summons issued**.



1. Adobe Acrobat opens and displays the summons that was issued when the adversary proceeding was opened.
2. Print as many copies of the summons as needed to serve with the complaint to opposing counsel.
3. If the summons must be *reissued* or *amended*, contact the clerk's office. At this time it is not possible for external filers to reissue or amend a summons.



1. **For users of Microsoft Internet Explorer:** IE views the **Notice of Electronic Filing** not as a regular Internet page, but as something like a warning screen. As soon as you click any link button, or the **Back** arrow, the Notice will be lost and cannot be retrieved.
2. If try to refresh the screen, you may see this error. Accept the default choice **Yes**, but you will most likely be returned to the log in page. You will no longer be able to view the **Notice of Electronic Filing** with all of its links. For this reason, it is especially important to print the **Notice of Electronic Filing** when it first displays on your screen.



1. **For all users:** If for any reason you were unable to view and print the summons from the **Notice of Electronic Filing**, search for your newly created adversary proceeding by using the option on the left screen, **File a document in a pending case or proceeding**.
2. When the program has found the correct adversary proceeding, click **Docket Entries**.

Document Title	File Date	Post Date	Doc	Docket Text
	07/08/02	**/**/**	0-0	42315
E Complaint	07/08/02	07/08/02	1-1	42316
E Summons	07/08/02	07/08/02	2-1	42317

1. At least two entries should display – the Complaint, and the Summons Issued.
2. Click the link to **E Summons** to view the document.